

Usability evaluation checklist for web sites

This brief checklist is an aid to evaluating a web site for usability. The checklist may be freely used and distributed, provided the copyright information is retained.

Navigation

	Compliance			
	Always	Sometimes	Never	Notes
There is a clear indication of the current location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a clearly-identified link to the Home page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All major parts of the site are accessible from the Home page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, a site map is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site structure is simple, with no unnecessary levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, an easy-to-use Search function is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Functionality

	Compliance			
	Always	Sometimes	Never	Notes
All functionality is clearly labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All necessary functionality is available without leaving the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No unnecessary plug-ins are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Control

	Compliance			
	Always	Sometimes	Never	Notes
The user can cancel all operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a clear exit point on every page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page size is less than 50Kb/page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All graphic links are also available as text links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The site supports the user's workflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All appropriate browsers are supported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Language

	Compliance			
	Always	Sometimes	Never	Notes
The language used is simple	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jargon is avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Feedback**Compliance**

	Always	Sometimes	Never	Notes
It is always clear what is happening on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Users can receive email feedback if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All feedback is prompt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Users are informed if a plug-in or browser version is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Users can give feedback via email or a feedback form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, online help is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Consistency**Compliance**

	Always	Sometimes	Never	Notes
Only one word or term is used to describe any item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Links match titles of the pages to which they refer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard colours are used for links and visited links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Terminology is consistent with general web usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Error prevention and correction**Compliance**

	Always	Sometimes	Never	Notes
Errors do not occur unnecessarily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Error messages are in plain language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Error messages describe what action is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Error messages provide a clear exit point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Error messages provide contact details for assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Visual clarity**Compliance**

	Always	Sometimes	Never	Notes
The layout is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is sufficient 'white space'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All images have ALT text assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnecessary animation is avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	